

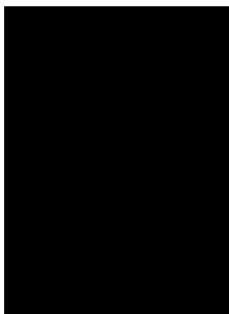
## Directorate of Administration

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15 January 1976

DIRECTORATE OF ADMINISTRATION

OFFICE OF JOINT COMPUTER SUPPORT

ORGANIZATION AND FUNCTIONS

Prepared by  
Consulting Services Branch  
User Support Division

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15 January 1976

Preface

This booklet provides functional descriptions and organization charts of the Office of Joint Computer Support (OJCS). Included in the back of this booklet is a directory with the most logical contacts for information on OJCS functions.

This publication is updated <sup>from time to time</sup> as required. Revisions, additions, or deletions should be directed to the User Support Division (USD) on extension [REDACTED]

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*****
*
*      OJCS Telephone Numbers for Computer Assistance      *
*
*****
*
*  TROUBLE DESK
*
*  After-hours systems access
*
*  Consulting Services
*
*  OJCS Security Officer
*
*  Tape Library
*
*****

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## Office of Joint Computer Support

## Organization and Functions

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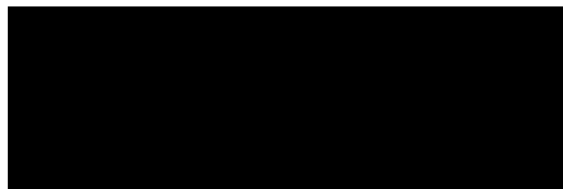
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Office of the Director

Key Personnel

Director  
Deputy Director  
Executive Officer  
Career Subgroup Board  
Security Officer



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25X1A The Director and Deputy Director assure that the Agency's computing needs are met, as prescribed [redacted]. The Director concentrates on overall Agency computer requirements and the management of personnel, equipment, and financial resources. The Deputy Director concentrates on internal OJCS plans and their execution. The Executive Officer is the chief administrative officer and is directly supported by the Administrative Staff.

The Career Subgroup Board, chaired by the Deputy Director, is composed of the Executive Officer, acting as the Career-Development Officer, and senior OJCS line officers. The Board considers personnel actions and policy relating to personnel in the MZ (OJCS) Career Subgroup, and acts in an advisory capacity to the Director. Each Division Chief on the Board is advised and assisted by a Division Career Panel, chaired by the associated Deputy Division Chief, with the associated Branch Chiefs as members.

The Security Officer coordinates all matters of OJCS security, which includes conducting security indoctrination; providing liaison with the various components; evaluating and recommending security procedures; issuing and periodically changing the computer center identifiers and data unit passwords; and determining action on violations of terminal security procedures and reports of data "spillage."

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Planning Staff

Key Personnel

Chief  
Deputy Chief  
Planning Officer  
Assistant Planning Officer



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The Planning Staff assists the Director of Joint Computer Support in a variety of planning and planning-related activities, the most significant being:

- Prepare Office programs, budgets, monthly reports on OJCS resources by Office and project, financial reviews, and status reports.
- Collect and analyze user requirements for OJCS support.
- Provide information and assistance to Agency components on matters related to [REDACTED] "ADP Management and Administration."
- Review proposals originating in components other than OJCS for ADP services or equipment, and review and assist in major procurement actions originating in OJCS and in requests for computer terminal installations.
- Administer OJCS's Management by Objectives program, the Agency-wide ADP Management Information System, and (database) required by GSA regulations.
- Provide guidance and assistance to the Director on major OJCS planning activities.

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Administrative Staff

Key Personnel

Chief, Administrative  
Staff  
Deputy Chief and  
Personnel Officer  
Budget and Finance  
Logistics and Services  
Personnel Assistant  
Training Assistant  
Registry



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The Administrative Staff (ADMIN) assists OJCS components in matters of logistics, finance, training, personnel, and administration. Staff specialists advise and counsel OJCS personnel on training, Agency regulations and procedures, procurement, contracts, travel, and budget.

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Applications Division

Key Personnel

Chief  
Deputy Chief for Special  
Projects  
Deputy Chief for Project  
Management  
Support Staff  
Branch A  
Branch B  
Branch C  
Branch D

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The Applications Division (AD) is responsible for the analysis, development, and maintenance of computer applications for Agency components. This Division assists Agency components in utilizing computers by analyzing requirements and developing and maintaining programs to meet these requirements; provides technical guidance to other Agency components or their contractors so that software development is suitable for the Computer Center's equipment and operating systems.

The organization of AD was planned to maximize continuity for on-going projects and minimize disruption to customers. Project teams are organized from Branch resources to meet the requirements of active projects. The respective Branch Chief controls the project teams during their existence and the Division's Management Review Board analyzes and monitors progress of project team activities.

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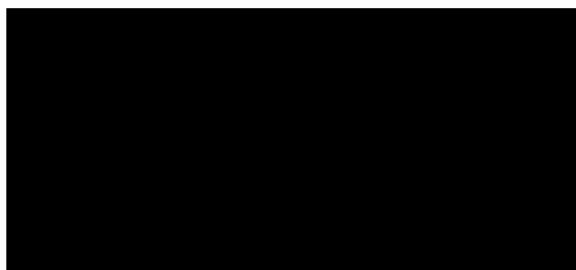
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## Operations Division

## Key Personnel

Chief  
Deputy Chief  
Computer Processing Branch  
Support and Services Branch  
Resource Management Branch  
Hardware Services Branch  
Information Services  
Processing Branch



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The Operations Division (OD) controls the production aspects of a job (e.g., scheduling the work and preparing jobs for processing on computer center equipment). This Division also maintains accounting and resource utilization information, and implements plans for acquiring new computer equipment. The Computer Centers operate 24 hours per day, 7 days a week, and processes 1500 to 1800 computer jobs per day.

Computer Processing Branch (CPB): operates and schedules the GC03 Computer Center computers and peripheral equipment and maintains a tape library of nearly 27,500 reels of magnetic tapes and 550 large diskpacks. CPB also processes the input and output for Computer Center customers.

Support and Services Branch (S&SB): prepares data for computer processing using keypunch machines, card sorters, collators, interpreters, and printers. This Branch also is responsible for monitoring OD's budget, statistical accounting, and contract management.

Resource Management Branch (RMB): monitors resource usage; allocates direct-access resources; maintains the customer "billing" system; and analyzes costs and expenditures to forecast budget and determine favorable/unfavorable costs and benefits ratio for computer equipment and software.

Hardware Services Branch (HSB): participates in computer hardware evaluation, selection, and planning. HSB is responsible for configuring and installing computing equipment, environmental requirements for Computer Centers, incident (problem) procedures, and vendor relations.

Information Services Processing Branch (ISPB): operates the GC47 Computer Center, which processes mainly DDO applications, and maintains a tape library of approximately 6500 reels of magnetic tape and 140 diskpacks.

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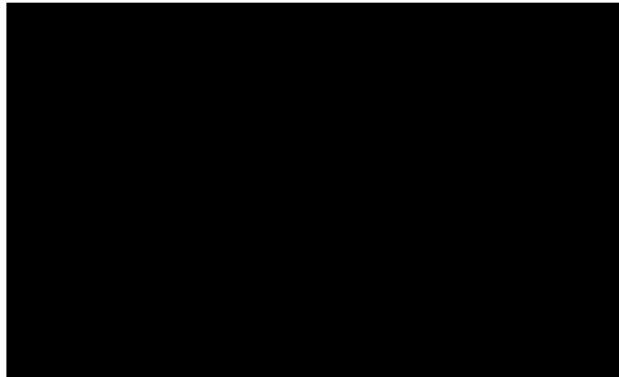
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Systems Engineering Division

Key Personnel

Chief  
Deputy Chief  
Administrative Assistant  
Systems Planning and  
Measurement Staff  
Production Operating  
Systems Branch  
Information Management  
Branch  
Interactive Services Branch  
Mass-Storage Branch



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The Systems Engineering Division (SED) plans the overall hardware and systems software configuration used in the Computer Center to support user applications programs; installs and maintains the production operating system software, and develops new computer hardware and software techniques which are of potential use to a wide area of computer applications.

The following represent some of the specific activities of the Division:

- Install and maintain IBM operating systems.
- Develop, install, and maintain software for generalized information storage and retrieval systems.
- Develop a mass-storage system capable of online storage of one trillion data bits.
- Develop enhancements to the interactive services available to many users through remote terminals.
- Develop computer security methods to improve system security and data privacy.
- Evaluate and make recommendations on Agency-wide requirements for new or expanded hardware and software systems.

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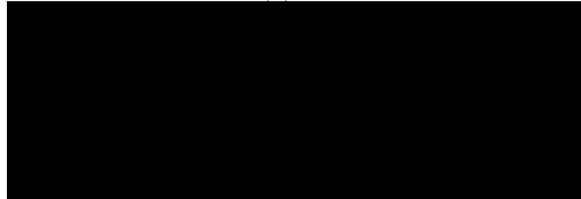
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## User Support Division

## Key Personnel

Chief  
Deputy Chief  
Consulting Services Branch  
EDP Training Branch  
Production Branch  
Data Base Services Branch



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The User Support Division (USD) assists computer users through its consultative services and Trouble Desk, provides Agency-wide computer training, develops, maintains, and distributes information on OJCS capabilities, maintains and controls completed applications programs, controls the interactive systems and supports the interactive users, and manages applications databases, as required.

Consulting Services Branch (CSB): assists users in resolving problems with both programming languages and Job Control Language (JCL), advises customers in the use of OJCS systems capabilities, and develops information for the user community, such as this OJCS Organization and Functions, the OJCS User's Guide (describes OJCS facilities, procedures, and user considerations, and lists appropriate reference material), "Tech Notes" to alert users of apparent EDP problems or changes in EDP equipment or procedures, and any other required technical documents.

EDP Training Branch (ETB): develops and presents series of electronic data processing (EDP) courses to Agency personnel. The series of courses, entitled "Training of EDP Careerists (TEC)," provide a program to produce a specialist in one of four areas of computer technology:

- Production Specialist--TEC A
- Business Programmer--TEC B
- Scientific Programmer--TEC C
- Database Programmer--TEC D

ETB continues to develop and present any EDP courses necessary to encourage more effective and efficient use of the Agency's computers.

Production Branch (PB): provides the administrative and quality control of production processing, maintains shared applications programs libraries, and provides and maintains a central repository for applications documentation.

Data Base Services Branch (DBSB): coordinates, tests, implements, and maintains the reliability of interactive-data systems; supports online interactive-users (excluding CP/CMS users) and manages applications data bases, as required; coordinates OJCS terminals "service" calls; and provides centralized computer-reports distribution.

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SAFE Project-Management Division

Key Personnel

Project Director  
Deputy Project Director  
System Development  
Operations Development  
Testing & Quality Assurance  
Project Control Staff



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The SAFE Project was formed to develop an online data-processing system to Support the Analyst File Environment (SAFE). SAFE requirements are developed based on the needs of the intelligence analysts, after which the system is specified, designed, and implemented in conformance to these requirements. SAFE supports 1500 to 2000 users, and provides access to current electrical input and the entire Central Reference Service database. Further, SAFE provides its users with the capability to build their own files and search the entire database for items corresponding to interest profiles.

Project Control Staff: responsible for developing a formal project schedule and budgetary plan, monitors performance within the project and with subcontractors to ensure adherence to schedule and budget, controls all project documentation, and provides the primary interface to the Office of Logistics for procurement.

System Development: responsible for coordinating technical requirements of SAFE with CRS's Systems Analysis Staff, overall system design, implementing system software, and overall system integration.

Operations Development: responsible for all logistical aspects of system implementation, hardware selection, operation of the system on an on-going basis, and participates in system design.

Quality Assurance and Test: responsible for setting quantitative reliability objectives and developing and implementing a test plan to ensure that these objectives are met, and also provides support for those interim SAFE system applications that were developed specifically for the SAFE system pilot test, namely COLTS, OLTA, and LITTLE SQUIRL.

Collateral Support Committee: composed of representatives from other Agency components necessary to coordinate support in such areas as security, logistics, research and development, and communications. To ensure that plans in these collateral areas are progressing as required by the SAFE Project, the Project Director determines when meetings of this Committee are conducted.

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OJCS Functional Directory

The following is a directory of OJCS functions and the most logical contact for information on, or assistance with, each. This alphabetized list includes both the black and red telephone extensions for each contact.

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**Next 9 Page(s) In Document Exempt**

" . . . A CAPABILITY FOR THE ANALYSIS OF  
SCIENTIFIC, INTELLIGENCE, AND BUSINESS  
PROBLEMS -- REQUIRING A COMPUTER FOR  
THEIR SOLUTION -- IS AN AGENCY ASSET  
BEST DEVELOPED BY OJCS . . .  
DURING THE NEAR FUTURE . . . "

[REDACTED]  
AT AN AD STAFF MEETING 18 SEPTEMBER 1973

" . . . THE CHANGE OF OJCS FROM DD/S&T TO  
DD/M&S IMPLIES NO REDUCTION OR EMPHASIS  
OF SUPPORT TO THE AGENCY AS A WHOLE . . . "

STATINTL

[REDACTED] DD/M&S  
DURING A CONVERSATION WITH  
[REDACTED] D/JCS STATINTL  
19 SEPTEMBER 1973

" . . . A CAPABILITY FOR THE ANALYSIS OF  
SCIENTIFIC, INTELLIGENCE, AND BUSINESS  
PROBLEMS -- REQUIRING A COMPUTER FOR  
THEIR SOLUTION -- IS BEST DEVELOPED UNDER  
THE AUSPICES OF THE PROJECT MANAGEMENT  
GROUP . . . "

STATINTL

[REDACTED]  
20 SEPTEMBER 1973

"THE ULTIMATE RESPONSIBILITY  
FOR A PERSON'S CAREER DEVELOPMENT  
BELONGS TO THAT INDIVIDUAL"

STATINTL

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[REDACTED]  
21 SEPTEMBER 1973